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ABSTRACT

Prepared to assist community college educators in obtaining grants from public and private sources, this paper provides instructions on writing a grant proposal and a list of prospective donors. Section 1 discusses the history of philanthropic support for higher education and the ethics of grant-giving. Drawing from Norton J. Kirtz's work, "Program Planning & Proposal Writing," section 2 presents guidelines for writing each section of the proposal (i.e., proposal summary, introduction, problem statement or assessment of need, program objectives, methods, evaluation, future funding, and budget). This section indicates that: (1) proposals must be written clearly and explicitly, defining all esoteric terms and synthesizing all previous studies accurately; (2) the proposal summary should describe the college, and the project's scope and projected costs; (3) the introduction must establish the institution's credibility; (4) the problem statement should document the existence of the problem and the institution's ability to resolve it with a reasonable amount of money; (5) a set of well-drawn and realistic objectives should follow from the problem statement and be usable as criteria for the program evaluation; (6) the statement of methodology should not only introduce program activities, but also demonstrate knowledge of alternative models for solving the problem; (7) the granting agency should be assured of the future funding of the program; and (8) the proposal's budget should detail personnel and non-personnel costs, indicating which costs are requested and which will be donated. Sections 3 and 4 list private corporations and foundations, and federal agencies that provide grants to community colleges, including the name and address of each, its areas of interest, types of assistance, uses and restrictions, and sample grants. (JMC)

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Obtaining Grants in the Community College

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JC 900536

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Section 1

Introduction

After spending many hours in the library pouring through the dusty volumes of literature on funding higher education, I settled on my selection of twenty or so volumes that seemed to contain the information that I was seeking. Being a novice to the field of financing higher education, I was prepared for the worse. And that is exactly what I found, except in a completely different flavor than I had expected.

Naive, as I was, I thought the problem I would have was finding where to find the money. This did not turn out to be the case. Since, 1638, when John Harvard began it all, higher education has attracted a significant portion of American philanthropy. Doners came from all walks of life. Many were graduates of institutions of higher learning and saw the need for promoting higher education in this country. Other donors were self made men who felt the country would profit from making higher education accessible to more of the American youth than had been possible before. The monies from gifts and bequests went a long way toward paying the expenses involved in founding and maintaining Harvard and, later, eight other colonial colleges. This was the beginning of the tradition of supporting America's colleges with voluntary contributions.

Today, grants, awards, fellowships, and private gifts for the support of human services, is a multibillion dollar enterprise. Private foundations, corporations, individuals, charitable organizations, and agencies contributed $87.22 billion in 1986, representing an increase of 9.4% over 1985. According to the AAFRC Trust for Philanthropy, this is the fifth year in a row that overall giving in the United States has increased at a rate higher than the rate of inflation.

Of the total $87.22 billion given in 1986, $71.72 billion came from individuals, an increase of 9.2% over the previous year. Corporations made the

largest percentage of their donations to education over the last several years. Of the total given, education's share amounted to $12.73 billion.

Further reading revealed the fact that there are more than 24,000 grantmaking foundations in the United States. It soon became clear to me, I was not facing a lack of information, but rather a preponderance. How does one sort through the volumes of information to find concise informative information for a particular field or region? It was at this point that I made up my mind what I would do. This paper is the product of my labors.

Contained in this paper are instructions in writing a grant proposal and a list of perspective donors. The list was compiled in four stages. The first stage consisted of reading the many volumes and marking down the page numbers where the best choices could be found. During the second stage I drafted a list of over two hundred listings. To this list I applied the following selection criteria: the grant must be available to community colleges, the grant must be available nationally, in the northwest, or in Oregon only. The final stage was the separation of federal grants from private and corporate/corporation grants, resulting in the two attached listings.

The lists are divided into five sections: Name and address of the grant giving body, the particular areas in which the body is interested, the type of assistance the body has provided in the past, the uses and restrictions that are applied to those grants, and finally some representative grants that have been issued in the past and where appropriate, additional comments. This information is included in hopes that someone looking at this list in the future, might find the information to be beneficial. For instance, if another community college has been successful in the past obtaining a grant, then their advice could be sought by a person seeking a similar type of grant.

One thought that was mentioned many times in the reading was the feeling by many concerned with the ethics of the grants business. Are the agencies honest, has someone been pre-assured of the grant or contract, negating all the hard work of your proposal before it even has a chance? According to Donald and Patricia Orlich (1980), in The art of writing successful R & D proposals, the opposite is true. They state,

> "nearly all of the grants with which we have been associated have been in open competition. To be sure, as one develops a set of reputable credentials in the grants field, the probability for future success is improved. Agency and foundations personnel know that certain individuals or organizations will perform at a highly competent level while others are known to be 'hacks'. And while it is better to know the program officer than the mail carrier, it must be acknowledged that new persons are continually being funded for the first time without any 'pull'.
>
> That the top institutions of higher education receive a disproportionately greater share of grants and contracts than most others is easily recognized. Yet these institutions tend to monitor the granting agencies and foundations continually and systematically. They know the agency personnel and study all policies which may ultimately lead to future program support. Not only do they work at getting the information, they also submit a greater number of proposal per faculty member than do most institutions. ..... Yet we point out again, new persons are continually being funded without patronage by writing top quality proposals. We approach the grants biz as a game -- you win a few and you lose a few. The better players simply win more than they lose" (p. 69).

The attached suggested proposal for writing grants is from Program Planning & Proposal Writing, by Norton J. Kirtz. Kirtz is a member of The Grantsmanship Center in Los Angeles, CA. The Grantsmanship Center is the country's oldest and largest fundraising training institution, and has trained more than 40,000 staff members of public and private agencies in grantsmanship, program management, and fundraising.

In closing I will leave you with the grant-swinger's slogan: *You won't receive the money unless you ask for it!* (Orlich).

Section 2

Some general considerations should be kept in mind as you write a grant proposal. The proposal is strictly a 'one-way' exercise in communication. It must be written clearly, defining all esoteric terms, and synthesizing all previous studies accurately. All writing must be explicit. A reviewer will not second guess implied statements. Select words to convey the exact and intended connotation and denotation. Evaluators will not contact you to clarify some awkward or incomplete aspect in any section of the proposal. It is the proposer's responsibility to communicate to a panel of unknown judges. The writing style and syntax reflects the quality of the proposal. Since you are taking the time and effort to prepare a proposal, the final product should reflect your best efforts.

Proposals written for a foundation and those written for federal grants will differ in final form. Foundations usually require a brief letter; federal agencies usually require an extensive array of forms and possibly a narrative. However a basic planning format can be applied for all proposals. The time spent thinking through the various sections will enable one to draw from the content all that either a private or public funding source will ask. The proposal outline:

I. Proposal Summary
II. Introduction
III. Problem Statement or Assessment of Need
IV. Program Objectives
V. Methods
VI. Evaluation
VII. Future Funding
VIII. Budget

I. Proposal Summary

The summary is a very important part of a proposal, and requires careful thought. There may be a box for a summary on the first page of a federal grant application form. In writing to a foundation, the summary may be presented as a cover letter, or the first paragraph of a letter type proposal. The summary will more than likely be the first thing that a funding source will read, hence 'your first impression.' It should be clear, concise, and specific. It should describe who your are, the scope of your project, and the projected cost. It is better to spend the time to draw up a good summary that the funding source can use than to hope that the reviewer sees the importance of your program in his brief initial look at your proposal.

II. Introduction

In this section you must build the credibility of yourself and your organization as one which should be supported. More often than not proposals are funded on the basis of the reputation or connections of the applicant organization or its key personnel rather than on the basis of the program's content alone (Academic Media).

It is strongly suggested that you build a credibility file which can be used as a basis for the introductory section of future proposals you write. In this file keep copies of newspaper articles about your organization, letters of support you receive from other agencies and from your clients. Include statements made by key figures in your field or in the political arena that endorse your kind of program even if they do not mention your agency.

The credibility that is established in the introduction may be more important than the rest of your proposal. But be as brief and specific as possible. Avoid jargon, and keep it simple.

III. Problem Statement or Assessment of Need

This is where you zero in on the problem or problems that you want to solve through the program you are proposing. Define clearly the problems with which you intend to work. Be sure and document the problem, prove that it exists. It is in this section that you demonstrate your knowledge of the problem or need. Some key statistics can be used but do not turn the reader off with an over abundance of tables, charts, or graphs.

Make a logical connection between the organization's background and the problems and needs with which your proposal deals. Narrow down the problem to something that can be accomplished within a reasonable time, by you, and with a reasonable amount of money.

IV. Program Objectives

One of the concerns throughout the proposal should be to develop a logical flow from one section to another. The introduction can set the context for the problem statement, and likewise the problem statement can set the stage for the preparation of the funding source for your objectives.

An objective is a specific, measurable outcome of your program. The objectives offer some sort of relief to the problem, or fill the need. An objective is what you see the program accomplishing or changing in a year or two. A good set of well drawn and realistic objectives becomes a set of criteria for the evaluation of the program and thus serves another important purpose.

V. Methods

In this section the methods that will be used will be described. These methods will be the activities conducted to accomplish the objectives.

The informed reviewer will want to know why you have selected these methods. You will need to review similar programs, what methods have been used in the past or are currently being used? Can your choice of methods be substantiated? This consideration of alternatives is an important aspect of describing your methodology. Additionally, this shows that you are familiar with your field, enough to be aware of different models for solving the problems, and shows your reasons for selecting the model that you have. This helps to give a funding source a feeling of security that you know what you are doing, and adds to your credibility.

VI. Evaluation

Remembering that measurable objectives are the key to setting up a good evaluation process. Evaluation can serve a twofold purpose. First evaluation can determine how effective your program is in reaching the objective that have been established. Secondly, a good evaluation process can serve as a tool to provide information necessary to make appropriate changes and adjustments in the program as it proceeds.

It is essential to build your evaluation into your proposal and to be prepared to implement your evaluation at the same time that you start your program. If you want to determine change along some dimension than you need to show where your program or clients came from. This is very hard to determine after the fact.

VII. Future Funding

This is an increasingly important section of the proposal. Many funding sources want to know how you will continue your program when their grant expires. Of course, for one-time only grant applications this is irrelevant. But if the request is for program money, or if you are adding to your projects through this proposal, then you will need to include how you intend to keep it going next year?

A promise to continue to look for alternate sources is not sufficient. You need a plan that will assure the funding source, to the greatest extent possible, that you will be able to maintain the program after their grant has run out. They don't want to adopt you or have you on their back for more funds. The funding source may feel they are doing you no favor by supporting you now and putting you in the position of having to raise even more money next year.

Some creative suggestions for showing your ability to obtain additional funds are: getting a local institution or governmental agency to agree to continue to support your program, should it demonstrate the desired results; a plan to generate funds through the project itself - such as fees for services, subscriptions to publications, etc. The best plan for future support is the plan that does not require outside grant support.

VIII. Budget

As with proposals, funding source requirements for budgets differ, with foundations requiring less extensive budgets than federal agencies. The following budget design outline will satisfy most funding sources that allow you to design your own budget and, with minor changes that the sources require, can be adapted to fit most federal agency requirements.

Budget Design Outline

I. PERSONNEL		
A. Wages & Salaries	Requested	Donated
B. Fringe Benefits	Requested	Donated
C. Consultants & Contract Services	Requested	Donated
II. NON-PERSONNEL		
A. Space Costs	Requested	Donated
B. Rental, Lease or Purchase of Equipment	Requested	Donated
C. Consumable Supplies	Requested	Donated
D. Travel	Requested	Donated
E. Telephones	Requested	Donated
F. Other Costs	Requested	Donated

Section 3

Name and Address:	Areas of Interest:	Type of Assistance:	Uses & Restrictions:	Sample Grants and/or Comments:
Aetna Life and Casualty Company 151 Farmington Ave Hartford, CT 06156 (203)273-2465	Education Programs Civic & Urban Affairs Community Funds Arts & Culture Social Services Disabled Minorities & Women & Youth	Operating Expenses Capital Campaigns (Hartford only) Special Projects Matching Grants Conferences	No grants for: Medical Research, Religious or Political Activities, Individuals or consolidated fundraising outside Hartford	Manchester Community College Manchester, CT --for publication of Info-line resource guides($2,754)
Aetna Life and Casualty Foundation Aetna Life and Casualty Company 151 Farmington Ave Hartford, CT 06156 (203)273-2465	Higher Education General Support Special Projects Scholarships Medical Education Dentistry, Nursing, & Public Health Women Minorities general Blacks Economics & Business Legal Programs/Law School Child Welfare	Operating Expenses Capital Campaigns (Hartford only) Matching Grants	No grants for: Medical Research, Religious or Political Activities, Individuals or consolidated fundraising outside Hartford	Reading Area Community College Reading, PA --for program for displaced homemakers ($10,000)
The Ahmanson Foundation 3731 Wilshire Blvd Los Angeles, CA 90010 (213)383-1381	Higher Education General Support Special Projects Building & Equipment Fellowships, Loans, & Other Medical Education & Research Dance, Theater, & Performing Arts Women Minorities general Native Americans, Hispanics, Blacks, & Orientals	Operating Funds (some) Building & Eqiupment Special Projects	No grants to: Individuals	Analysis: Foundation is extremely generous in its contributions to higher education. Large grants have been awarded in virtually every area of support. The grant recipients range from junior colleges to institutes of higher learning.

Name and Address:	Areas of Interest:	Activities:	Restrictions:	Sample Grants and/or Comments:
Alcoa Foundation Aluminum Company of America 1501 Alcoa Building Pittsburgh, PA 15219 (412)5534696	Higher Education General Support Special Projects Building & Equipment Scholarships Fellowships, Loans, & Other Medical Education & Research Dentistry, Nursing, & Public Health Women Minorities general Native Americans, Hispanics, Blacks, & Orientals Economics & Business Education Associations Art & Architecture Environmental Programs Marine & Earth Sciences Computer Technology & Engineering Energy Psychology & Sociology Education Associations Art & Architecture The Handicapped Environmental Programs Marine & Earth Sciences Computer Technology & Engineering Dentistry, Nursing, & Public Legal Programs/Law School Libraries & Information Services Religion Welfare and Theology	Operating Expenses Capital Campaigns (Hospitals & Community Organizations) Special Projects Matching Grants (for Education 2-1) Scholarships Fellowships	No grants to: Endowment funds Individuals Religious Activities, Elementary Schools	The Council for the Advancement of Small Colleges Washington, DC

Name and Address:	Areas of Interest:	Activities:	Restrictions:	Sample Grants and/or Comments:
Alsdorf Foundation 4300 West Peterson Ave Chicago, IL 60646 (312)685-2001	Fine Arts Higher Education Hospitals Cultural Activities	Various	No grants to: Individuals	
American Financial Corporation One East Fourth St Cincinnati, OH 45202 (513)579-2402	Higher Education General Support Education Associations	Operating Expenses Capital Campaigns Special Projects	No grants to: Individuals	Bay Path Junior College Longmeadow, MA ($1,323)
American Telephone & Telegraph (AT&T) 195 Broadway New York, NY 10007 (212)393-4032	Higher Education General Support Special Projects Scholarships Fellowships, Loans, & Other Minorities general Native Americans, Hispanics, Blacks, & Orientals Economics & Business Education Associations Libraries & Information Services Computer Technology & Engineering Energy Legal Programs/Law School Journalism & Publishing Matching and Challenge Grants	Operating Expenses Capital Campaigns Special Projects Matching Grants (for Higher Educ)	No grants to: Current United Way recipients Individuals Religious or Political Activities	NOTE: American Association of Community & Junior Colleges Washington, D.C. ($5,000)
Armco Foundation Armco Steel Corporation 73 Curtis Street	Higher Education General Support Scholarships	Operating Expenses Capital Campaigns Special Projects	No grants to: Individuals	Ashland Community College Ashland, KY

Name and Address:	Areas of Interest:	Activities:	Restrictions:	Sample Grants and/or Comments:
Middletown, OH 45042 (513)425-5641	Education Associations Agriculture, Biology, Nutrition Computer Technology & Engineering Economics & Business Art & Architecture Matching and Challenge Grants	Matching Grants (for Educating of Employees)		
Athwin Foundation 801 Nicollet Mall Minneapolis, MN 55402 (612)340-3616	Arts & Humanities Education Health	General Support Capital Funds Research	No grants to: Individuals	
Boise Cascade Company One Jefferson Square Boise, ID 83728 (208)384-6161	Higher Education General Support Matching and Challenge Grants	Operating Expenses Capital Campaigns Special Projects Matching Grants (for Educating of Employees)	No grants to: Current United Way recipients Individuals Religious or Political Activities Direct Scholarships	Oregon State University University of Oregon
The Brown Foundation 2118 Welch Ave Houston, TX 77019	Higher Education General Support Hospitals Handicapped Museums Population Control Performing Arts Conservation	Various		Total amount of support: $4 million
Camp Foundation c/o John C. Parker Franklin, VA 23851 (804)569-4321	Higher Education General Support Scholarships Fellowships, Loans, & Other Education Associations	General Support Operating Funds Scholarships	Major emphasis on Virginia Some National	P.D. Camp Community College Franklin, VA ($1,000)
Carnegie Corporation of New York 437 Madison Ave New York, NY 10022 (212)371-3200	Higher Education Special Projects Education Research Education Associations	Research Special projects	No grants for: Construction & Renovation Land Capital Equipment Scholarships	Hostos Community College Bronx, NY –to develop a centralized collection and bibliograhpy of Spanish translations of English texts, references books, and audiovisual aids ($73,400)

Name and Address:	Areas of Interest:	Activities:	Restrictions:	Sample Grants and/or Comments:
The Collins Foundation 909 Terminal Sales Building Portland, OR 97205 (503)227-1219	Higher Education Special Projects Building & Equipment Scholarships Education Associations Art & Architecture Medical Care, Rehabilitation, Alcoholism, & Drug Abuse Matching and Challenge Grants	Building & Equipment Funds Matching and Challenge Grants Special Projects Operating Funds Scholarships Endowments	No grants to: Individuals Private Foundations	Oregon Independent Colleges Foundation, Inc. Portland, OR --for budget support ($25,000)
Charles Edison Fund 101 South Harrison St East Orange, NJ 07018 (201)675-9000	Higher Education Special Projects Building & Equipment Scholarships General Support Blacks Medical Research	General Support Operating Funds Research Scholarships Special Projects	No grants to: Individuals Building Expense Endowments	Edison Community College Ft. Meyers, FL --for Charles Edison chair ($10,000)
Digital Equipment Corporation 12 Parker St PK3-2/M18 Maynard, MA 01754 (617)897-5111	Higher Education General Support Education Associations Matching and Challenge Grants Education Research	Special Projects Capital Campaigns Matching grants (for education up to 1,000) Some in-kind donation of equipment	No grants to: Individuals Trips, tours, tickets or advert. Endowments Current United Way recipients Religious or Political Activities Veterans Organizations Foundations making grants	
Dun and Bradstreet Companies Foundation, Inc. The Dun and Bradstreet Group 299 Park Ave New York, NY 10007 (212)593-6855	Higher Education General Support Matching and Challenge Grants	Special Projects Matching grants (for education) Operating Expenses	No grants to: Individuals Capital Campaigns Current United Way recipients	Matching gifts to colleges and universities totaled $125,000 in 1978.
Exxon Education Foundation Exxon Corporation 111 West 49th St New York, NY 10020	Higher Education General Support Special Projects Fellowships, Loans, & Other	Special Projects Matching grants (for education) Operating Expenses	No grants to: Individuals	Only aids education and science. Hundreds of colleges, universities, education associations, and research institutions are recipients.

Name and Address:	Areas of Interest:	Activities:	Restrictions:	Sample Grants and/or Comments:
(212)398-3034	Matching and Challenge Grants Education Associations Medical Research Government & Political Science Education Research, Admin, and Personnel Development			
The Ford Foundation 320 East 43rd St New York, NY 10017 (212)573-5000	Higher Education General Support Special Projects Fellowships, Loans, & Other Education Associations Government & Political Science Education Research, Admin, and Personnel Development Women Minorities general Native Americans, Hispanics, Blacks, & Orientals Environmental Programs Marine & Earth Sciences Public Interest, Citizen Participation, and Consumerism Family Services and Population Studies Child Welfare International Grants Domestic Recipients	General Support Operating Funds Research	None given	National Association for Equal Opportunity in Higher Education ($30,000)
The Ford Motor Company The American Road Dearborn, MI 48121 (313)322-8711	Higher Education General Support Special Projects Fellowships, Loans, & Other Education Associations Matching and Challenge Grants	Operating Expenses Capital Campaigns Special Projects Matching Grants (for Education)	No grants to: Endowments Individuals Religious Groups Political Organizations	Total amount of support in 1983 - $8.8 million

Name and Address:	Areas of Interest:	Activities:	Restrictions:	Sample Grants and/or Comments:
General Electric Foundation Fairfield, CT 06431 (203)373-3216	Higher Education Special Projects Fellowships, Loans, & Other Minorities general Native Americans, Hispanics, Blacks, & Orientals Economics & Business Education Associations Journalism &Publishing Environmental Programs Marine & Earth Sciences Computer Technology & Engineering; Energy Legal Programs/Law School Government & Political Science Urban Development, Housing, and Transportation Matching and Challenge Grants Conferences & Seminars Agriculture, Biology, Nutrition Chemistry, Physics, Math Social Research Institute International Grants	Special Projects Matching Grants Program development for departments of science and business Research Seminars Fellowships	No grants to: Individuals Individual research Capital grants not customary	Exclusively for education with most to higher ed.
The General Foods Fund, Inc. General Food Corporation 250 North Street White Plains, NY 10625 (914)683-2500	Higher Education General Support Special Projects Fellowships, Loans, & Other Education Associations Matching and Challenge Grants Conferences & Seminars Agriculture, Biology, Nutrition Legal Programs/Law School Blacks Economics & Business	Operating Expenses Capital Campaigns Special Projects Matching Grants (for Education) Fellowships for specific programs	None	Historically, most of the money has been spent in higher education with nutritional programs being of special interest.

Name and Address:	Areas of Interest:	Activities:	Restrictions:	Sample Grants and/or Comments:
General Mills Foundation PO Box 1113 Minneapolis, MN 55440 (612)540-2462	Higher Education General Support Special Projects Building & Equipment Scholarships Fellowships, Loans, & Other Minorities general, Women Native Americans, Hispanics, Blacks, & Orientals Economics & Business Education Associations Music Environmental Programs Career and Adult Education Computer Technology & Engineering Energy Legal Programs/Law School Government & Political Science Urban Development, Housing, and Transportation Matching and Challenge Grants Conferences & Seminars Agriculture, Biology, Nutrition Chemistry, Physics, Math Medical Education & Research Dentistry, Nursing, & Public Health Family Services and Population Studies Education Research, Admin, and Personnel Development The Handicapped Libraries & Information Services	Operating Expenses Capital Campaigns Special Projects Matching Grants (for Education) Seminars Scholarships	No grants to: Endowments Travel Religious Groups Political Organizations	Minneapolis Community College Minneapolis, MN ($6500) --for American Indian support program

Name and Address:	Areas of Interest:	Activities:	Restrictions:	Sample Grants and/or Comments:
Georgia-Pacific Foundation 900 Southwest Fifth Avenue Portland, OR 97704 (503)248-9800	Higher Education General Support Scholarships Education Associations Computer Technology & Engineering Economics & Business	Operating Expenses Capital Campaigns Special Projects Scholarships Building Funds	Special emphasis in Northwest	Oregon Independent Colleges Foundation, Inc. ($32,000)
Golden Family Foundation 40 Wall Street Room 4201 New York, NY 10005 (211)425-0333	Higher Education Public Affairs Science and Technology	Project Grants	No grants to: Individuals	149 for 1986 totaling $906,952
Harnischfeger Foundation, Inc PO Box 554 Milwaukie, WI 53217 (414)671-4400	Higher Education General Support Education Associations Computer Technology & Engineering	General Support Operating Expenses	None stated	Undergraduate institutions have been recipients of smaller grants; Funds are available nationally for both secondary and higher education.
The Hearst Foundation 690 Market St., Suite 502 San Francisco, CA 94104 (415)781-8418	Higher Education General Support Fellowships, Loans, & Other Education Associations Medical Education	Operating Expenses Special Projects Scholarships	No grants to: Individuals Political Organizations	Most of the funding goes to institutions serving the medical, social, and educational needs of the poor, indigent, and economically disadvantaged
William Randolph Hearst Foundation 690 Market St., Suite 502 San Francisco, CA 94104 (415)781-8418	Higher Education General Support Fellowships, Loans, & Other Education Associations Medical Education Legal Programs/Law School Government & Political Science Journalism &Publishing	Operating Expenses Special Projects Scholarships	No grants to: Individuals Political Organizations	Golden Beacon Junior College Wilmington, DE ($10000)
International Paper Company Foundation 220 East 42nd St New York, NY 10017	Higher Education General Support Scholarships	Matching Grants (for Educating) Operating Expenses Special Projects	No grants to: Endowments or Advertising Individuals	Program has taken steps to expand its programs in: economic and career education, minority education, women's programs, and programs in civic affairs.

Name and Address:	Areas of Interest:	Activities:	Restrictions:	Sample Grants and/or Comments:
(212)490-6580	Education Associations		Religious or Political Activities Veterans Athletic Organizations	
W.K. Kellog Foundation 400 North Avenue Battle Creek, MI 49016 (616)965-1221	Higher Education General Support Special Projects Building & Equipment Education Associations Career and Adult Education Vocational Counseling Agriculture, Biology, Nutrition Medical Education Dentistry, Nursing, & Public Health Education Research, Admin, and Personnel Development The Handicapped Public Interest, Citizen Participation, and Consumerism Blacks The Handicapped Minorities general	Operating Expenses Special Projects Fellowships	Discourages applications for strictly research	NOTE: Many kinds of programs are funded, among them are those that strengthen junior and community colleges; meet the needs of older and nontraditional students; offer continuing or career education; link learning with work; coordinate learning service; improve educational management; and to develop new teaching and learning methods.
The National Humanities Faculty 1676 Clifton Road Atlanta, GA 30322 (404)727-5788	Improvement of educational opportunities and program, emphasis on humanities and art, in schools and two-year colleges	Special Projects Faculty Assistance Cash Grants	Only for elementary, middle, junior and senior highs, and 2-year colleges	15 for 1980-82
Rohm and Haas Company Independence Mall West Philadelphia, PA 19105 (215)592-2863	Higher Education General Support Scholarships Fellowships, Loans, & Other Education Associations Matching and Challenge Grants	Matching Grants (1 to 1) Special Projects Operating Funds Scholarships Fellowships Capital Campaigns	No grants to: Individuals Current United Way recipients	Aid to Education ($365000) Matching Gifts Program ($118000)

Name and Address:	Areas of Interest:	Activities:	Restrictions:	Sample Grants and/or Comments:
The Sears Roebuck Foundation Sears Tower Chicago, IL 60684 (312)875-8331	Higher Education General Support Scholarships Special Projects Fellowships, Loans, & Other Education Associations	Scholarships Fellowships Special Projects	No public institutions	Unrestricted grants: --for unrestricted support to approximately 100 private, accredited two and four year colleges ($1,500,000)
Standard Oil of California 555 Market ST San Francisco, CA 94105 (415)894-5464	Higher Education General Support Special Projects Building & Equipment Scholarships Fellowships, Loans, & Other Minorities general Native Americans, Hispanics, Blacks Economics & Business Women Computer Technology & Engineering Energy Legal Programs/Law School Government & Political Science Matching and Challenge Grants Dentistry, Nursing, & Public Health Libraries & Information Services Journalism & Publishing	Operating Expenses Capital Campaigns Special Projects Matching Grants (for Education) Fellowships Scholarships	Current United Way recipients maybe eligble under special conditions	California Junior State --for student and faculty relations ($5000)
Tektronic Foundation Beaverton, OR 97077 (503)644-0161 X5211	Higher Education General Support Building & Equipment Scholarships Fellowships, Loans, & Other Matching and Challenge Grants Education Associations	Operating Funds Capital Campaigns Special Projects Matching Grants (Education 1 to 1) Fellowships & Scholarships Research Building & Equipment	Emphasis on Oregon	Support for a variety of programs, in-kind contributions of equipment are also made. 100 awards in 1985

Name and Address:	Areas of Interest:	Activities:	Restrictions:	Sample Grants and/or Comments:
The Textron Charitable Trust PO Box 878 Providence, RI 02901 (401) 421-2800	Higher Education General Support Matching and Challenge Grants Education Associations	Operating Funds Capital Campaigns Special Projects Matching Grants	No grants to: Individuals	Hartford Junior College for Women Hartford, CT ($100)
Union Pacific Foundation 345 Park Ave New York, NY 10022 (212)826-6260	Higher Education General Support Scholarships Education Associations	Operating Funds Capital Campaigns Special Projects Scholarships	No grants to: Individuals Religious or Political Activities	Western Wyoming Community College Rock Spring, WY ($2000)
Weyerhaeuser Foundation Tacoma, WA 98477 (206)924-3159	Higher Education General Support Special Projects Scholarships Fellowships, Loans, & Other Matching and Challenge Grants Education Associations	Matching Grants Operating Funds Capital Campaign (special approval) Special Projects Fellowships & Scholarships	No grants to: Individuals Current United Way recipients maybe eligble under special conditions	$3.3 Million for 1983
The Whiting Foundation 901 Citizens Bank Bldg Flint, MI 48502 (313)238-2701	Higher Education General Support Building & Equipment Special Projects Scholarships Fellowships, Loans, & Other Medical Education Medical Research Religion Welfare and Theology	Fellowships & Scholarships Research Building & Equipment Operating Funds Special Projects General Support Scholarships	Must be tax exempt	Endicott Junior College Beverly, MA --for annual payment on six-year pledge for scholarships ($5000) --favors small schools and community colleges, providing support for annual pledges, scholarships, and special funds and academic programs

Section 4

Name and Address:	Areas of Interest:	Type of Assistance:	Uses & Restrictions:	Sample Grants and/or Comments:
US Department Of Education Office of Special Education Programs Division of Educational Services 400 Maryland Ave SW MES-4092 Washington, DC 20202 (202)732-1176	Funds to assist in development of improved programs of educational & related services to handicapped persons at the postsecondary level	Grants and Contracts	No matching fund requirement	Miami-Dade Community College-North - Miami, FL, to provide a comprehensive assessment that goes beyond the basic definition to evaluate an individuals functional limitations.....
US Department Of Education Center for International Education Room 3053 7th and D Streets, S.W. Washington, DC 20202 (202)732-3290	To assist institutions to internationalize the curriculum	Title IV Grants	Universities, two- and four-year colleges	$2.9 million granted in 1986, for 59 grants
Regional Education Programs for Deaf and Other Handicapped Persons US Department Of Education Office of Education 400 Maryland Ave Washington, DC 20202 (202)245-9722	Higher Education Special Projects Vocational Counseling Career and Adult Education The Handicapped	Project Grants	May be used for minor remodeling but not major construction Housing and tuition costs are not supported	Seattle Central Community College Seattle, WA ($444500)
Education for the Use of the Metric System of Measurement Office of Education 400 Maryland Ave Washington, DC 20202 (202)245-9722	Higher Education Special Projects Vocational Counseling Career and Adult Education Chemistry, Physics, & Math	Project Grants	Must comply with the International System of Units	George Corley Wallace State Community College Selma, AL ($36000)
Grants for Training in Emergency Medical Services Health Resources Administration Department of Health and Human Services Hyattsville, MD 20782	Higher Education Special Projects Medical Education Hospitals--Programs Medical Care, Rehabilitation,	Project Grants	No Monies for: Construction Student Aid Patient Care No planning or matching funds	Santa Fe Community College Gainsville, FL (1980, $17729; 1979, $19449) El Paso Community College El Paso, TX (1979, $24661) Tarrant County Junior College

Name and Address:	Areas of Interest:	Type of Assistance:	Uses & Restrictions:	Sample Grants and/or Comments:
(301)436-6564	Alcoholism, Drug Abuse			Fort Worth, TX (1979, $8382) Santa Rosa Junior College Santa Rosa, CA (1978, $43342) Lansing Community College,Lansing, MI ($28639)
College Library Services Division of Library Programs Office of Libraries and Learning Resources Bureau of Elementary and Secondary Education Office of Education 400 Maryland Ave Washington, DC 20202 (202)245-9530	Higher Education Special Projects Libraries and Information Services	Basic Grants	No Monies for: Construction No planning or matching funds Funds must be used to expand or maintain library collection or other library resource material	Over 2000 libraries associated with colleges, junior colleges, and universities received grants of ~$1,900 during fiscal year 1980
International Studies Program Division of Education 7th and D Streets, S.W. Washington, DC 20202 (202)732-9808	Higher Education Special Projects International Grants Domestic Recipients	Project Grants	No Monies for: Construction No planning or matching funds For staff salaries, program development, adminstrative costs;	Elgin Community College International Studies Program Elgin, IL
Fulbright-Hays Training Grants--Foreign Curriculum Consultants International Studies Branch Division of International Education US Department Of Education Washington, DC 20202 (202)245-2794	Higher Education Special Projects International Grants Foreign Recipients Education Research, Admin, and Personnel Development	Project Grants Provision of specialized services	Program supplies, funds for support of foreign curriculum consultant and consultant's medical insurance and travel, formula cost sharing;	Florida Junior College Jacksonville, FL --for consultant from Brazil for 10 months ($11232) Bunker Hill Community College Charlestown, MA --for consultant from Venezula for 10 months ($12932)
Higher Education Strengthening Developing Institutions Title III HEA 1965 Office of Education 400 Maryland Ave Washington, DC 20202 (202)245-9745	Higher Education General Support Fellowships, Loans, & Other	Project Grants	Funds must be used in accordance with approved program budget	Flathead Valley Community College Talladega, AL ($1739965)
Library Training Program Office of Education	Higher Education Special Projects	Project Grants	Direct costs only attributed to training projects and stipends	Coahoma Junior College Clarksdale, MS ($34150)

Name and Address:	Areas of Interest:	Type of Assistance:	Uses & Restrictions:	Sample Grants and/or Comments:
400 Maryland Ave Washington, DC 20202 (202)245-9745	Libraries and Information Services			
Library Research and Demonstration Division of Library Programs Office of Libraries and Learning Resources Bureau of Elementary and Secondary Education Office of Education 400 Maryland Ave Washington, DC 20202 (202)245-9530	Higher Education Special Projects Libraries and Information Services	Project Grants Contracts	No planning or matching funds For any purposes related to the improvement of library services through the development and demonstration of new techniques; No grants to individuals	Elgin Community College Elgin, IL ($145000, FY 1979)
Consumers Education US Department Of Education Washington, DC 20202 (202)653-5983	Higher Education Special Projects Public Interest, Citizen Participation, & Consumerism	Project Grants	No planning or matching funds No funds for operational costs May be used for a wide variety of purposes in area of consumer education	Miami-Dade Community College-North Miami, FL, ($58857)
Surplus Property Utilization Office of Real Property US Department Of Education Washington, DC 20202 (202)245-1946	Higher Education Buildings and Equipment	In-kind services in transferring federal property to private ownership	None	Erie County Community College Buffalo, NY --for 1.66 acres; old Federal Building Northern New Mexico Community College Los Alamos, NM --for 13.73 acres
Promotion of the Arts--Literature NEA National Foundation on the Arts and the Humanities 2401 E Street, N.W. Washington, DC 20506 (202)634-6044	Higher Education Special Projects	Project Grants	No Monies for: Construction Rehabilitation of facilities Grants for residencies may not be used to replace regular faculty members	Lakewood Community College White Bear Lake, MN --to support writer in residence ($8670)
Promotion of the Arts - Visual NEA National Foundation on the Arts and the Humanities	Higher Education Special Projects Art Museums	Project Grants	Must be tax-exempt	Dundalk Community College Baltimore, MD --for sculpture an artist-in-residence program ($1500)

Name and Address:	Areas of Interest:	Type of Assistance:	Uses & Restrictions:	Sample Grants and/or Comments:
2401 E Street, N.W. Washington, DC 20506 (202)634-1566	Historical Projects			
Promotion of the Humanities Education Pilot and Implementation Grants National Endowment for the Humanities National Foundation on the Arts and the Humanities 806 Fifteenth Street, NW Washington, DC 20506 (202)724-0393	Higher Education Special Projects	Project Grants	May be used for faculty release time, the employment of consultants, seminars and workshops, limited library acquistions, & other expenses Not covered: construction equipment publication student assistance	Merrit Community College Oakland, CA --to incorporate oral history techniques and materials into the humanities curricula
Promotion of the Humanities Education Pilot and Implementation Grants National Endowment for the Humanities National Foundation on the Arts and the Humanities 806 Fifteenth Street, NW Washington, DC 20506 (202)724-0398	Higher Education Special Projects	Project Grants --for major curricula change	May be used for faculty release time, the employment of consultants, seminars and workshops, limited library acquistions, & other expenses Not covered: construction equipment publication student assistance	Columbia Community College Columbia, TN --for freshman humanities tutorials ($217365 for 3 yrs) Saddleback Community College Mission Viejo, CA --for interdisciplinary studies proposal, phase II ($98,480, for 1 year)
Promotion of the Humanities -Youth Grants National Endowment for the Humanities National Foundation on the Arts and the Humanities 806 Fifteenth Street, NW Washington, DC 20506 (202)724-0398	Higher Education Special Projects Youth Programs	Project Grants	Not covered: construction purchase of equipment performance or creative work general education or training expense Covered: Participant's stipends, advsior honoraria, clerical support, travel supplies and materials, rental of space and equipment	Normandale Community College Bloomington, MN --for an exhibition on the historical response of Minnesota and Wisconsin to war in the twentieth century ($4438)

Name and Address:	Areas of Interest:	Type of Assistance:	Uses & Restrictions:	Sample Grants and/or Comments:
Science and Society Program -Public Understanding of Science National Science Foundation 1800 G Street,NE Washington, DC 20550 (202)272-7770	Higher Education Special Projects Television, Radio, and Communications Environmental Programs Marine & Earth Sciences Computer Technology & Engineering Public Interest, Citizen Participation, and Consumerism Energy Conferences & Seminars Agriculture, Biology, Nutrition Chemistry, Physics, Math	Project Grants	Covered: Wages, salaries, expendable equipment and supplies, travel, publication costs, and other direct and indirect costs	American Association of Community and Junior Colleges Washington, DC --for a workshop on science forums in community colleges ($3320, 6 months)
Science and Society Program -Science for Citizens National Science Foundation 1800 G Street,NE Washington, DC 20550 (202)272-7770	Higher Education Special Projects	Project Grants	Covered: Wages, salaries, expendable equipment and supplies, travel, publication costs, and other direct and indirect costs	Turtle Mountain Community College Bottineau, ND --for a workshop for tribal policy information on forest ecosystem and timber management ($11215, 6 mos)

Section 5

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